



**MEMORIAL APPLICATION FORM  
ADDITIONAL INSCRIPTION**

FOR THE STONEMASON			
GRAVE REFERENCE:		INTERNEE NAME(S):	
EXCLUSIVE RIGHT OF BURIAL OWNER:			
NAME OF STONEMASON:			
DETAILS OF INSCRIPTION:			
I AM BRAMM/NAAM REGISTERED	YES	NO	
I AGREE TO ADD ON THE BACK OF THE MEMORIAL MY COMPANY NAME, THE GRAVE SECTION, ROW AND NUMBER TO WHICH IT RELATES:	YES	NO	
I AGREE TO INFORM THE OUTDOOR SERVICES MANAGER WHEN I WILL BE WORKING ON SITE:	YES	NO	



## MEMORIAL APPLICATION FORM ADDITIONAL INSCRIPTION

FOR THE APPLICANT		
I AM/WE ARE THE OWNERS OF THE EXCLUSIVE RIGHT OF BURIAL	YES	NO
I HAVE ASKED MY MEMORIAL MASON FOR ADVICE ON MEMORIAL INSURANCE	YES	NO
I HAVE READ THE TOWN COUNCIL'S POLICY ON MEMORIALS AND AGREE TO ABIDE BY THEM, INCLUDING: - MY RESPONSIBILITY FOR MAINTENANCE OF THE HEADSTONE - RECOGNISING THAT I AM NOT ALLOWED TO PLANT TREES - NOTING THE RIGHT OF THE TOWN COUNCIL TO REMOVE ADDITIONAL MEMENTOS WHEN NECESSARY TO MAINTAIN THE AMBIENCE OF THE CEMETERY	YES	NO
SIGNATURE:	DATE:	

DIDCOT TOWN COUNCIL USE			
Name of Deceased:		Plot:	
Approved by:		Date:	

## PRIVACY NOTICE

# Kynaston Road Cemetery

Didcot Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application to purchase a grave space.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN

In addition to enabling the Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.didcot.gov.uk/local-council-privacy-and-cookie.html>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

### **KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.